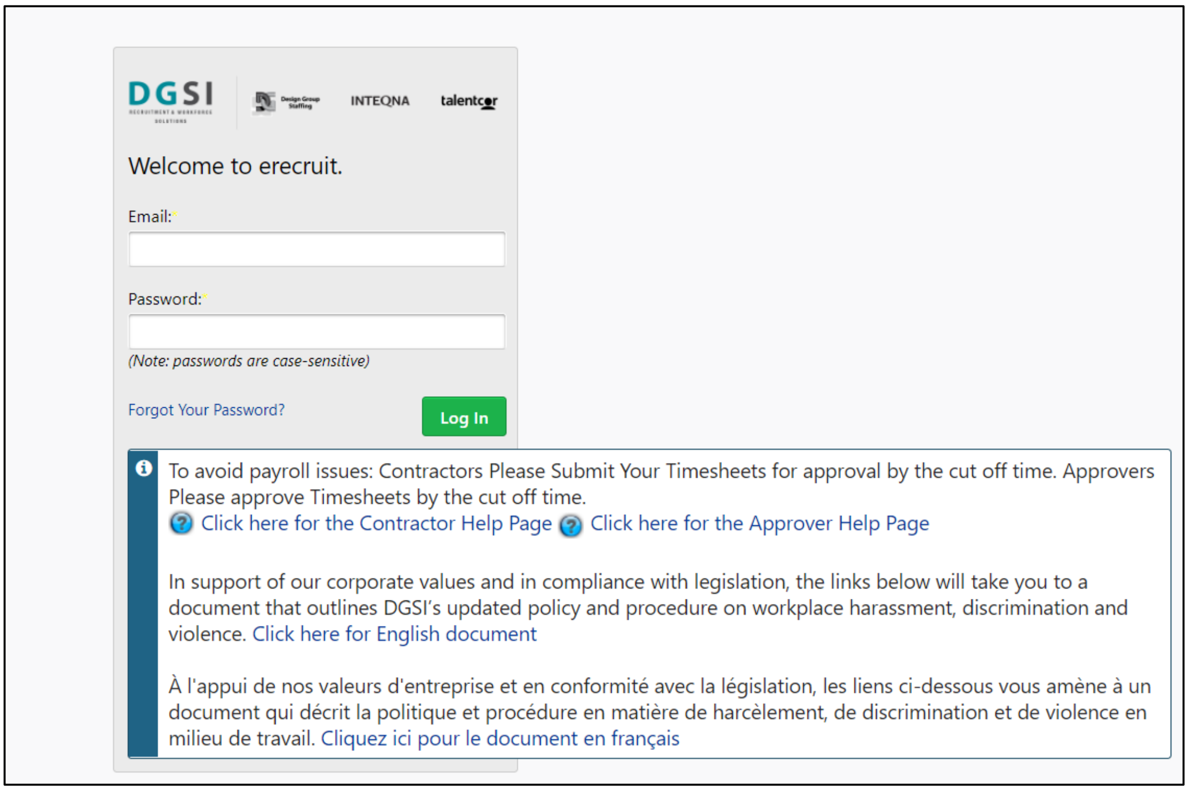
Time & Expense Entry Instructions

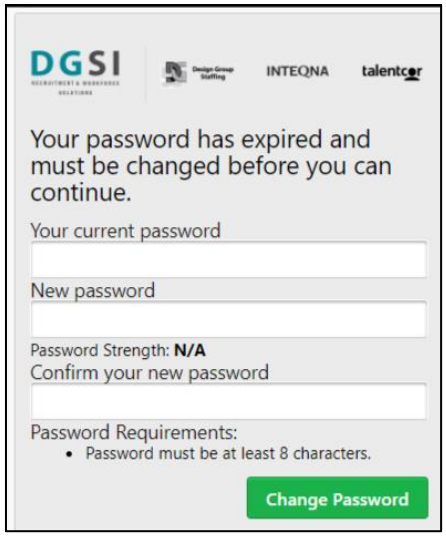
Welcome to DGSI, and congratulations on your new placement! You will use the Candidate Portal to enter your time and eligible expenses. You will receive an email with a link and your user ID and password for accessing the Portal.

Logging In to the Candidate Portal

1. To log into the Portal, go to https://login.mydgsi.ca and enter your user ID and password. Once your user ID and password have been entered, click **Log In**.



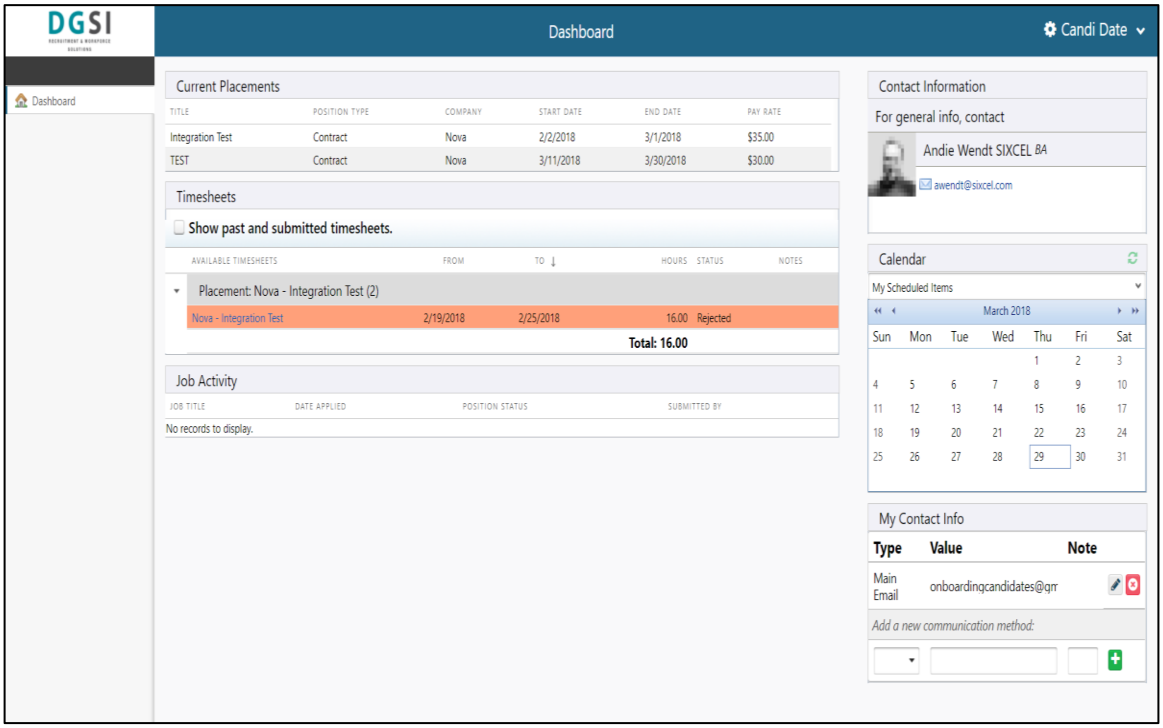
2. If you are logging into the Portal for the first time, you will be prompted to change your password. After entering your current password, create and confirm your new password, then click **Change Password**.



3. Once you are logged into the Portal, you will be presented with your Dashboard. The Portal Dashboard is made up of the following:

   - Current Placements: A list of your active placements.
   - Timesheets: A list of your available timesheets. **This is where you will go to enter time and expenses.**
   - Job Activity: This displays the activity for all your positions.
   - Emergency Contacts: Go here to self-manage your Emergency Contact information.
   - My Contact Info: Go here to self-manage your contact information.

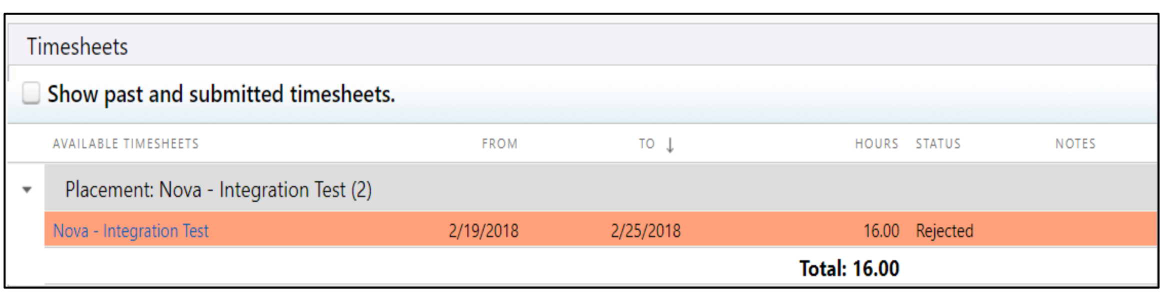
The Dashboard



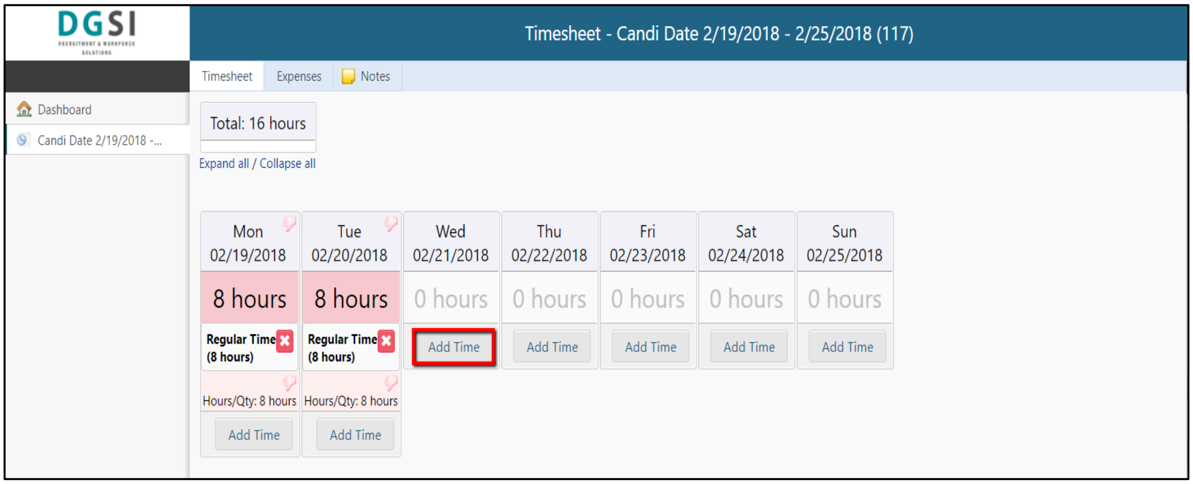
Entering Your Time

Your DGSI timesheet must be entered on a weekly or bi-weekly basis. Complete the following steps to access your timesheets and enter your time.

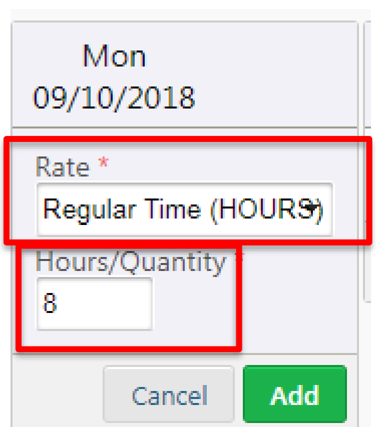
1. To enter your time, click on the link that corresponds to the timesheet relating to the hours you worked.



2. Once your timesheet opens, click **Add Time** for the days that you worked.



3. Select the Rate type (e.g. Regular Pay, etc.) from your drop-down list, and enter the number of hours worked that day. Once done, click **Add**.



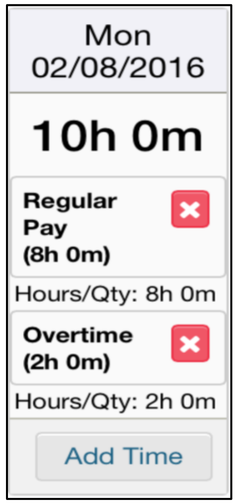
Your drop-down of Rate Types will only show what can be selected for your time entry.

Only enter time that you physically worked.

If you did not work on a Public Holiday, please do NOT enter any hours here.

If you did work a Public Holiday, please enter hours under the rate type “Regular”.

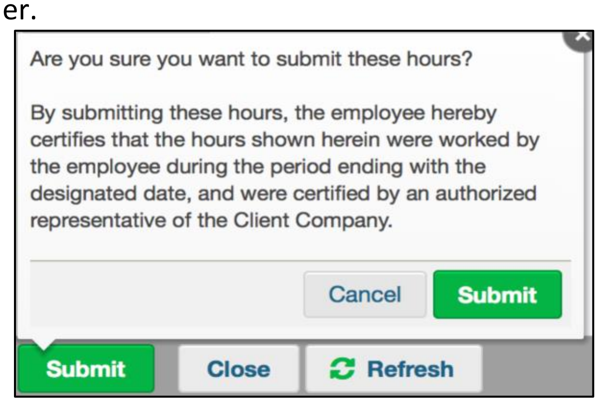
4. Repeat these steps, as necessary, for any additional Rate types until all time is entered for the period.



****Note: If your assignment is eligible for overtime and the Rate Type of Overtime appears, enter your hours. If the Overtime Rate Type is not available to select, the system will automatically calculate overtime hours for you.**

5. If you have a late timesheet, please enter that time worked on the actual date you worked.

6. Once your time has been entered, go to the instructions on eligible expenses, or click **Submit** if you have no expenses. If you have expenses, time and expenses must be submitted together.



If you submit your timesheet, and your supervisor authorizes your time before our deadline, you should expect to receive your pay on schedule. The timesheet deadline is a strict deadline and late or incorrect timesheets will result in a delay in pay. Your approved time will be available to you on your Dashboard. **It is highly recommended you ensure your time has been approved prior to the deadline to avoid a delay in pay.**

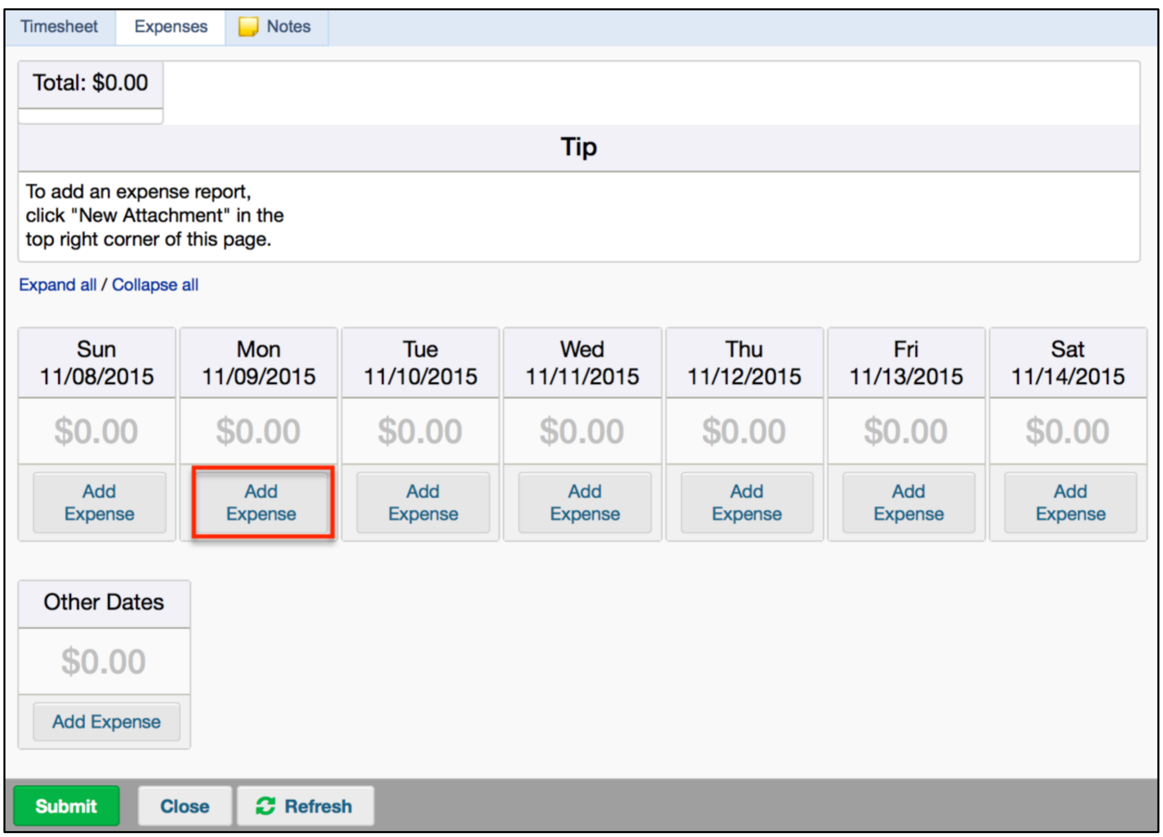
Entering Eligible Expenses

All expenses must be entered on a weekly or bi-weekly basis. Complete the following steps to enter any eligible expenses.

1. If your placement has been set up to allow expenses, you will be able to enter expenses by clicking on the **Expenses** tab on your timesheet.

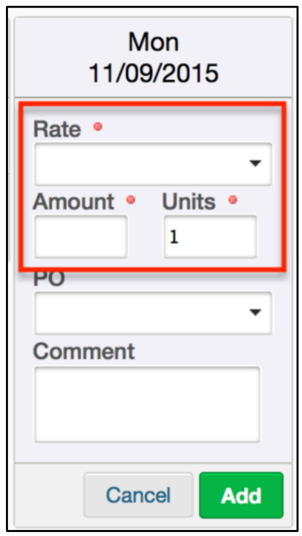
Note: If the Expenses tab is not active on your timesheet, but you have expenses that require submittal, contact payroll at paysupport@dgsi.ca for assistance.

2. To enter expenses on your weekly timesheet, click **Add Expense** on that day.

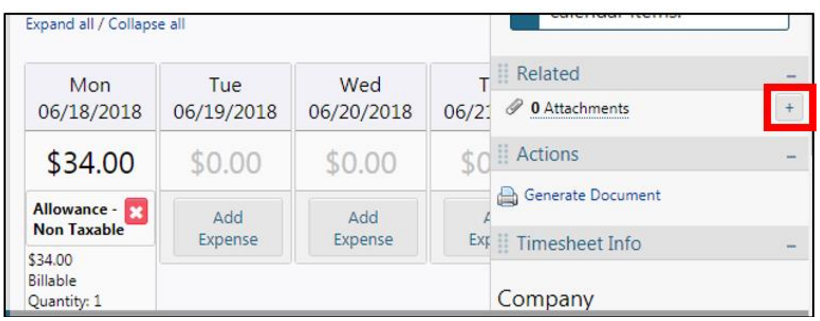


3. Select the expense Rate type (e.g. Airfare, Meals, etc.) and enter the corresponding expense amount before sales tax (GST/HST or QST). This amount should include fees, tips and other taxes, but not GST/HST or QST. Once done, click **Add**.

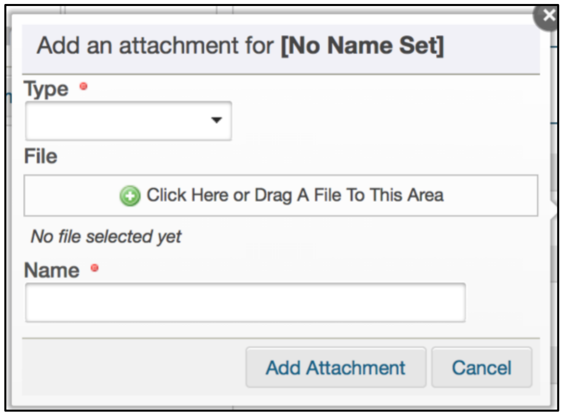
4. Repeat step 3 above, selecting the applicable Rate type for sales tax, and enter the tax. Once done, click **Add**.



5. To attach your expense receipts, click the **+** next to the Attachments line under Related in the right panel of the Portal. **Failure to attach a receipt will result in a delay in your expense reimbursement.**



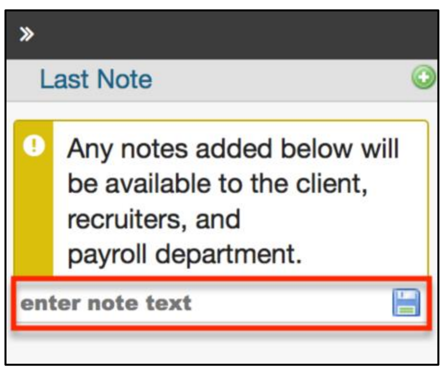
6. Select the attachment Type, and then click to select or drag and drop the file you wish to upload before adding the attachment name.



All expense items (other than sales tax) must have an attachment.

Finalizing Your Timesheet

7. If you would like to include a note or message to your time approver or DGSI recruiter, use the Last Note function under the right panel of the Candidate Portal to enter any notes.



8. Once your time and applicable Expenses have been entered, click **Submit** to have your timesheet reviewed for approval.